

Retention and Classification Report

Agency: Granite School District (Utah). Fox Hills Elementary School
(2593)
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taylorsville, UT 84129
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Records Officer

14363 General subject files

AGENCY: Granite School District (Utah). Fox Hills Elementary School

SERIES: 14363

3

TITLE: General subject files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

AUTHORIZED: 11/01/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

Protected. UCA 63G-2-305(8); 63G-2-305(9); 63G-2-305(10)